



AGR VACANCY ANNOUNCEMENT

**AMENDED AS OF
6 OCTOBER 2004**

**HUMAN RESOURCES OFFICE
ALASKA ARMY NATIONAL GUARD
PO Box 5800
FORT RICHARDSON, ALASKA 99505-0800**

ANNOUNCEMENT NUMBER:

AGR
AR 05-01

POSITION DESCRIPTION:
ADMIN NCO 71L (42L-new MOS)
**(E6 APPLICANTS DOR
NOT TO EXCEED 2 OCT 03)**

GRADE:
Minimum: E-4
Maximum: E-6

OPEN FOR FILL:

☐ STATE

☒ **NATIONWIDE**

UNIT OF ACTIVITY/DUTY LOCATION:
**Element JFH
Ft Richardson, AK 99505**

CURRENT AK ARNG OPENINGS:
INTERNET ADDRESS:
<https://55.1.6.189/hro/jobs.htm>

MILITARY ASSIGNMENT:
**Element JFH
Ft Richardson, AK 99505**

EVALUATION FACTORS USED:
Review of individual applications and/or
personal interviews

WHO MAY APPLY: ZONE 1 and 4

- ZONE 1. On-board AK ARNG AGR members. Must have held current duty position for minimum of 18 months.
- ZONE 2. All Alaska Army National Guard members
- ZONE 3. All Alaska Army and Air National Guard member
- ZONE 4. Nationwide (All Army members eligible for membership in the Alaska Army National Guard)

STARTING 1 OCTOBER 2004, ALL JOB APPLICATIONS MUST BE RECEIVED IN HRO BY 1630 ON THE CLOSING DATE OF THE ANNOUNCEMENT. THIS IS A CHANGE FROM OUR PREVIOUS PROCEDURE WHERE WE ACCEPTED JOB APPLICATIONS THAT WERE POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

All applications will be accepted, however, first consideration will be given to current on-board AGR members (Zone 1) of the AK ARNG. Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Soldiers must meet initial eligibility requirements of AR 135-18, Table 2-1. In the grade of Staff Sergeant (E6) or above, must possess the required grade and military occupational specialty (MOS) authorized for the AGR duty position. In the grade of Sergeant (E5) or below, must have the potential to become qualified in the MOS authorized in the first 12 months or be released from AD/FTNGD.

HOW TO APPLY: Complete applications must be received in HRO-AGR office no later than 1630 day of closing. US government postage paid envelopes or government facsimile machines (FAX) may not be used in submitting applications. Qualified applicants may submit or mail applications as described to the address located at the upper left corner of this announcement.

APPLICATION PROCEDURES: All applications must be signed and dated with original signature. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided. **Incomplete application package received will not be considered and will be returned.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position) **(NO BINDERS/DOCUMENT PROTECTORS)**
2. Most recent SF 88 and SF 93 or DD Form 2807-1/2808 (Report of Medical Examination), if report is over 6 months, a valid annual medical certificate (DA Form 7349-R) must be attached
3. Full-length photograph in Class A uniform (current within 12 months)
4. Copy of DA Form 2-1/(ERB) or Report of personnel military service history
5. Copies of the last five NCOER
6. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only) or DD Form 1506 (Statement of Service-For Active Component Only)
7. DA 705, APFT Scorecard, current within 12 months and if applicable DA Form 5500-R/5501-R
8. Copy of PQR (Personnel Qualification Record) SIDPERS generated report for ARNG only
9. Copy of all DD Form 214 and if applicable current AGR orders
10. Copy of current drivers license (must be valid)
11. Security clearance verification memorandum from Personnel Security Manager

QUESTIONS: Call AGR Manager, COM (907) 428-6467, DSN (317) 384-4467 or COM (907) 428-6458 or DSN 384-4458

SELECTING SUPERVISOR: Maj Emma Thyen

Duties: Provides advice and support to ARNG and ANG managers, supervisors, and Human Resources Officers on full range of military staffing matters. Plans and administers the programs for recruitment, appointment, utilization and distribution, and provides technical services regarding staffing of military personnel positions. Determines minimum qualification requirement in accordance with appropriate regulations. Develops position announcements, locates position applicants, validates funding and certifies position is valid and vacant. Develops candidate evaluation criteria and evaluates candidate eligibility, and refers qualified candidates for selection consideration to the selecting supervisor. Notifies candidates of the results of their application. Uses a variety of authorization documents, regulations, and guides in determining positions to be filled and procedures to be followed in staffing positions. Provides technical guidance and assistance to managers, supervisors, and AGR personnel regarding AGR personnel benefits and services. Advises supervisors and AGR personnel on leave policies i.e.; ordinary and emergency leave, convalescent leave, absence without leave, and special passes. Implements the program for in-processing of ARNG/ANG AGR personnel upon selection; ensures required documentation for appointment is prepared and submitted to include initiating requests for requirements, benefits and entitlements. Develops instructions and provides overall expert knowledge of regulatory requirements concerning AGR personnel matters and pay administration. Analyzes, interprets and clarifies policies, directives and other issuances by the NGB, Departments of the Army and the Air Force for applicability to activities serviced. Takes appropriate action to comply with such directives and guidance or refers the matters to the proper functional staff for action. Serves as primary point-of-contact regarding AGR benefits/services and ensures the proper processing of personnel actions to include tour extensions, reassignments and separation. Coordinates, verifies, and authenticates required documentation regarding eligibility for tour extensions, initial tour, reassignment, separation, and retirements. Responsible for creating and maintenance of all the AGR file folder. Administers the retirement program for AGR personnel desiring to retire under the military retirement system and researches applicable records prior to counseling sessions. Conducts retirement counseling, coordinates retirement actions, and assists AGR personnel in the preparation of retirement applications and related documents. Maintains grade ceilings and strength accountability and monitors Expiration of Term of Service (ETS) and tour termination dates to ensure appropriate actions are taken before effective date. Reviews separation procedures to ensure compliance with appropriate laws and regulations and ensures an amendment to separation tour order is published. Determines eligibility of entitlements upon termination from active duty status. Performs additional duties as assigned.

Special Announcement Criteria: Must have or be able to acquire SECRET security clearance.

Minimum Eligibility Criteria: Must be a member of the Alaska Army National Guard. Must be able to serve at least 5 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date. Must meet medical standards prescribed by AR 40-50. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. Must have current Alaska Drivers License.

INSTRUCTIONS TO COMMANDERS and SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the selecting supervisor or HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.